

# On Course



## NAVY PERSONNEL COMMAND Bureau of Naval Personnel

Issue 9

An Internal Newsletter for Navy Personnel Command

Jan 2004

### Navy Personnel Command Re-organization to be effective Jan. 15

*By CAPT Ray Berube, Business Operations Pillar*

RADM John Townes is expected to approve the NPC reorganization by January 15.

Throughout, the focus of the reorganization has been to develop a structure to more effectively support "Mission First...Sailors Always." The efforts of four functional working groups that met during August and September were instrumental in aligning functions to Career Management, Fleet Support and Business Operations pillars. As a result, individual billets have been aligned based on process and service delivery versus organizational structure. The Career Management pillar, headed by RDML Ferguson, will be comprised of approximately 1,148 personnel; the Fleet Support pillar, headed by RDML Purcell, will be comprised of approximately 1,319 personnel; and the Business Operations pillar, headed by CAPT Berube will be staffed with approximately 331 personnel. Additionally, approximately 53 personnel will fill BUPERS claimant level functions.

The following information is intended to update all civilian employees on the process that will be used to implement the reorganization:

The reorganization guidelines have three key points for employees:

- No adverse impact is anticipated as a result of this realignment.
- Management will keep the workforce and the Union fully informed of all actions in advance.
- There will not be any movement beyond the facilities currently occupied by NPC Millington.

Management has set an aggressive deadline for implementation of the reorganization with personnel actions to be effective in the February timeframe. In order to meet the various civilian personnel and payroll system requirements, all moves of personnel into new organization codes will be at the current assigned title, series, grade, and position description number. Upon completion of the realignment actions, in such cases as may be warranted, additional position and organizational analysis will be conducted on specific positions needing further review.

*See "Reorganization" on page 2*

### News You Can Use

***AIP Program expands with new jobs, new bid levels***

***Navy announces need to separate some junior officers***

***Bush signs bill transforming DoD HR***

***Task Force Uniform completes survey***

***Spishock Technical Library open to NPC***

***Chief of Naval Personnel addresses Women At Sea Symposium***

***Empower your people to vote this election year***

### Recent NAVADMINs

**315/03** Navy Attendance to the Annual SNA Symposium

**313/03** Joint Specialty Officer Designation

**311/03** Volunteer Income Tax Assistance Policy

**309/03** Senior Enlisted Leader Seminar in Military Justice/Civil Law

**307/03** 5 Vector Model Beta

**306/03** Graduate Education Voucher Program

**305/03** Feb 04 Navy-wide Exams for Advancement of Naval Reserve personnel in grades E-4 to E-7

**304/03** Consolidation of Officer/Enlisted Transfer Manuals

**298/03** Applications accepted for Blue Angels 2005 Show Season

## Reorganization . . .

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We expect RADM Townes to approve the final structure of the reorganization by mid-January. Once organizational issues are resolved, specific notice will be provided, via the Directorates, for immediate supervisors to discuss with their employees the impact of the reorganization upon their work unit, functions, and personnel. If an employee stays in the "same" position, at the same location, but now has a different supervisor (due to a reduction in the number of supervisors or because their position now reports to HR, FM, IT management) this is not considered impacting upon the employee as long as the subordinate employee's position is not impacted by the change of the supervisory/managerial position. Senior leadership has the right to organize the work/organization. Establishment or disestablishment of a supervisory position is a management right.

Any physical moves associated with the reorganization actions to be effective in Feb 2004 will be coordinated via BOD, the ISSO and HRO prior to implementation.

### **Performance Management Program**

A close out performance rating should be prepared if either the employee or the first level supervisor leave the position prior to the end of the cycle. Those employees receiving close out ratings should also expect the new first level supervisor to establish and discuss performance elements as well as provide them with a copy of their performance

plan within 30 days of the change in supervisory personnel.

### **New/Vacant/Rewritten positions**

After the realignment actions, effective in Feb 2004, have been implemented and completed, the new organization will continue to be reviewed regarding proper alignment, supervisory ratio, accurate position descriptions as well as physical relocation of personnel, if needed. Management decisions after the realignment will be implemented following proper guidance and standard operational procedures. It has previously been estimated that approximately 20% of the position descriptions within NPC will need to be rewritten with the remaining position descriptions being updated by use of short cut methods. There are two basic short cut methods. Changes to minor duties will be submitted by a memorandum-requesting pen and ink changes. When the position has undergone material changes, but not sufficient to warrant a complete rewrite of the description, changes to major duties will be submitted by an amendment. A rewritten/re-described position is one, which has had an extensive change in duties, which necessitates a complete rewrite of the position and must be submitted for classification action. Guidance regarding classification procedures is available from the Admin Manual or by contacting the civilian personnel representative.

NPC has a significant number of previously established positions, both military and civilian, that remain vacant or that may have been abolished as our FY-04 control was set to the number of personnel we had onboard at the end of FY-

03 by FMB. These positions performed mission essential duties/responsibilities, which must continue to be performed. As management accesses the new organization, some positions may have extensive changes, which necessitates a complete rewrite of the position description and submission for classification action. For purposes of clarity, a rewritten/re-described position, supervisory or non-supervisory, will be considered a new and vacant position which management has the discretion to fill as a management right using proper Office of Personnel Management procedures. Accretion actions will not be made to new or existing vacancies.

### **Tentative FITREP schedule for military changing reporting senior**

For military personnel, the reorganization is effective on 15 January. For administrative purposes, FITREP close out dates should be 31 January, except as noted below:

- O-5/6: 31 January 04
- O-4: 31 January 04 or effective date of reorganization, whichever occurs earlier. (This will allow letter extension of 31 Oct 03 report, i.e. less than 90 days).
- O-3: 31 January 04 (Combined Regular and Change of Reporting Senior Report)
- O-2: 28 February 04 (Combined Regular and Change of Reporting Senior Report)
- O-1: 31 January 04
- W-2/3/4: 31 January 04
- E-7/8/9: 31 January 04
- E-6 and below: Reporting senior's preference.

## **OneSource bridges the gap for Sailors, families 24 hours a day**

**By JOSN Amie Hunt**  
**Strategic Communications Office**

With Sailors and their families stretched out all over the world, it can be difficult getting access to the traditional base or station support services. To help bridge the gap, in cooperation with the Fleet and Family Support Centers (FFSC), a new resource has recently been contracted. It's called Navy

OneSource, an information and referral system, linking Sailors and their family members to both military and community resources. Together they're working to support operational, personal and family readiness.

Navy OneSource is accessible by telephone or the web. For web access go to

www.navyonesource.com. The user ID is: Navy; and the password: Sailor. By phone: the toll free CONUS number is 1-800-540-4123; the OCONUS universal free number is 1-800-540-412-33; OCONUS Collect Call number is 1-484-530-5914; the special needs line for TTY/

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